

10 MAY 1963

MEMORANDUM FOR: Deputy Director (Support)  
SUBJECT: Personnel Recruiting Practices

1. In the course of an inspection we are presently conducting of the Office of Central Reference, we have encountered a rather sizeable number of emphatic complaints directed against the recruiting practices of the Office of Personnel. These complaints derive from female college graduates who were approached at their respective colleges by CIA recruiters. These young ladies had queried the recruiters concerning professional positions with the Agency for which they might be qualified. In each instance, they were informed that there was no possibility of employment in a professional category and that the only openings available were for GS-4 clerk-typists and GS-5 secretaries with the prospect of overseas assignment. The young ladies were urged to file applications for the clerical and secretarial positions, which they did reluctantly because no other possibilities were offered to them.
2. Upon arrival in Washington and subsequent to their entering on duty with the Agency, they learned of professional openings in OCR and ultimately succeeded in transferring into these positions which afforded them the type of employment they had been interested in in the first place. However, upon assignment to OCR, they found themselves working side by side with other employees of similar background and experience who had been hired directly into the professional positions at the grade level of GS-6. All of the young ladies with complaints stated that OCR had undertaken to promote them with reasonable rapidity from GS-4 to GS-5 to GS-6. However, because of time-in-grade requirements they still remained almost a year behind their fellow workers who had been recruited at the same time into professional positions but who had, in the meantime, received additional promotions from their starting grade of GS-4.
3. I recognize that often a personnel recruiter is assigned a priority task of recruiting college graduates for secretarial positions overseas. However, because of the substantial number of seeming inequities which we have thus far encountered, I thought you might wish to look into these practices. It seems to me unwise to persuade a prospective employee who is interested primarily in a professional type position to accept employment as a GS-4 clerk-typist when the chances are apparently good that she will be unhappy in this line of work. I would think that the recruiters could be instructed to accept applications for professional positions along with those for priority secretarial and clerical jobs and forward them to Headquarters.

4. Further, it would seem to me only equitable that, where an individual is brought into the Agency as a GS-4 clerical employee and soon thereafter qualifies for and is placed in a professional slot, he or she immediately be given a promotion to the GS-6 level without any waiting period. Aside from the complaints regarding the initial recruitment approach, the young ladies concerned were quite annoyed at being placed along side other young ladies, recruited at the same time at the GS-6 level, to do precisely the same work but at one or two grades lower.

/S/ J. S. Earman

J. S. Earman  
Inspector General

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O/IG/[ ] vgd 8 May 1963

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Personnel  
5 E 56 Hqs.

EXTENSION

NO.

DATE

15 AUG 1963

TO: (Officer designation, room number, and building)

DATE

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/S  
7 D 26, Hqs.

2. IG  
7 D 49, Hqs.

3. EJA

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JCR Survey file

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